



LINN COUNTY, IOWA

HISTORIC PRESERVATION GRANT

Grant Application Instructions

- The application must be complete and stand on its own. All required documents must be attached. Linn County reserves the right to waive minor deficiencies in the grant application and to call the applicant for more information or clarification.
- Answer all questions. Assume the Linn County Historic Preservation Commission is unfamiliar with your project.
- Funded projects must not begin prior to getting a final notice to proceed (approximately July 1).
- Provide your organization's Federal Employer's Identification Number on the application form where requested and attach proof of non-profit status within Linn County, Iowa, such as an IRS opinion letter establishing tax-exempt status or official articles of incorporation. An organization that is a chapter of a national group must provide documentation that their Linn County chapter is recognized by the parent chapter.
- Provide your organization's IRS 990 (or 990-N or 990-EZ) and W9 in the form.
- Submit one (1) original grant proposal application via the online form.
- Applications must be received via the online form by 5 p.m. on April 1, 2022.
Late applications will not be accepted.
- **For projects that involve preserving or restoring a structure or building, the following is required (this includes but is not limited to roofs, tuckpointing, painting, windows, flooring, wallpaper, doors, etc.):**
 1. Completion of a Property Condition Form [available at <https://www.linncounty.org/746/Historic-Preservation-Grant-Program>]. One completed form must be submitted in addition to the completed grant application.
 2. The building must be owned by the applicant organization or retained under long-term lease.
 3. Application must include information about relevant Secretary of the Interior's Standards for the Treatment of Historic Properties to indicate the organization understands the specific standards required for the project. Contact the State Historical Society at 515-281-5111 for current professional standards or visit the U.S. Secretary of the Interior online at: <http://www.nps.gov/tps/standards.htm> and <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.
PLEASE NOTE: Secretary of Interior Standards are not the same as building codes.
 4. Include photos of the proposed project. There is a spot to upload these in the Property Condition Form.
- **Grant applications must be received online no later than 5 p.m. on April 1, 2022.**

Applications and additional information are available at:
<https://www.linncounty.org/746/Historic-Preservation-Grant-Program>